



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** Superintendents of Indiana Public Schools  
Charter School Administrators  
Accredited Nonpublic School Administrators  
Freeway School Administrators

**FROM:** Karla Carr, Assistant Director of Data Collection & Reporting

**SUBJECT:** Data Collections March – August 2008

**DATE:** March 28, 2008

Please note the upcoming data collections from March 3 through August 29, 2008 outlined below. The attached document describes each collection in detail.

Accurate and timely data submissions are critical. **When a collection closes, the data is considered final by the state and corrections or additions are not allowed.** Please note the STN calendar, collection schedule and data layouts available at [www.doe.in.gov/stn](http://www.doe.in.gov/stn).

Collection	Activity Date	Access and Instructions
School Calendar	March 14 – July 11	K-12 School Data – see <b>DOE-CL</b> <a href="http://www.doe.in.gov/htmls/education.html">www.doe.in.gov/htmls/education.html</a>
Attendance	April 1 – July 11	Application Center – <a href="http://www.doe.in.gov/stn">www.doe.in.gov/stn</a>
Supplemental Textbook	April 2 – May 6	Application Center – <a href="http://www.doe.in.gov/stn">www.doe.in.gov/stn</a>
Special Education	April 2 – April 25	Application Center – <a href="http://www.doe.in.gov/stn">www.doe.in.gov/stn</a>
Membership	May 1 – May 30	Application Center – <a href="http://www.doe.in.gov/stn">www.doe.in.gov/stn</a>
Additional Student Information	May 1 – June 6	Application Center – <a href="http://www.doe.in.gov/stn">www.doe.in.gov/stn</a>
Alternative Education	May 1 – July 23	Application Center – <a href="http://www.doe.in.gov/stn">www.doe.in.gov/stn</a>
Certification of Instructional Day	June 2 – July 3	K-12 School Data – see <b>DOE-CID</b> <a href="http://www.doe.in.gov/htmls/education.html">www.doe.in.gov/htmls/education.html</a>
Title I	July 7 – September 30	Application Center – <a href="http://www.doe.in.gov/stn">www.doe.in.gov/stn</a>
Direct Certification	July 1 – June 30	Application Center – <a href="http://www.doe.in.gov/stn">www.doe.in.gov/stn</a>
Master File/School Directory	August 1 – September 12	K-12 School Data – see <b>DOE-MF</b> <a href="http://www.doe.in.gov/htmls/education.html">www.doe.in.gov/htmls/education.html</a>
School Board Members	August 1 – August 31	K-12 School Data – see <b>DOE-SB</b> <a href="http://www.doe.in.gov/htmls/education.html">www.doe.in.gov/htmls/education.html</a>
ISTEP+ Barcode Labels	August 1 – August 29	Application Center – <a href="http://www.doe.in.gov/stn">www.doe.in.gov/stn</a>

Please share this information with the Application Center site administrators, student data management administrators, business officials and data transfer administrators in your corporation. If you have questions, please contact 800-527-4931 or 317-234-5276.

## DATA COLLECTION SUMMARY

### Data Collections during March – August 2008

#### **Additional Student Information (DOE-AD) - Collection Begins May 1, 2008**

The purpose of this data collection is to gather student-specific information to complete the information on student groups such as gifted and talented, homeless students, 8<sup>th</sup> grade technology students, and students with shortened day during the 2007-2008 school year. The required collection period begins May 1, 2008 and ends June 6, 2008 or five (5) days after the end of the school year.

#### **Alternative Education (DOE-AL) – Collection Begins May 1, 2008**

The purpose of this data collection is gather student information on students in approved Alternative Education Programs for the 2007-2008 school year. The required collection period will begin May 1, 2008 and last until July 23, 2008. The collection will open in signoff period to allow submission, data verification and electronic signoff.

#### **Attendance (DOE-AT) Collection Begins April 1, 2008**

Attendance data are to be submitted via the Application Center as a file transfer for each student in each building in attendance during the 2007-2008 school year except for Pre-Kindergarten and Post-High School. Again this year you are **highly encouraged** to submit data during the trial collection period, April 1 – May 31, 2008, to resolve conflicts with other districts before the end of the school year. Conflicts occur when two or more schools report overlapping attendance dates for the same student. Data will be deleted on May 31, 2008 at 4:30 P.M. The collection period begins June 2, 2008 – July 3, 2008, or five (5) business days after the last day of school for students, whichever is later. The sign off period begins October 1, 2008 when data has been collected from all audiences and all conflicts resolved. This attendance information is utilized for several purposes, including calculation of Adequate Yearly Progress (AYP).

#### **Certification of Instructional Day (DOE-CID) – Collection Begins June 2, 2008**

The purpose of this data collection is to certify the instructional days and minutes of the 2007-2008 school year based upon the School Calendar submitted in June of 2007. This information must be submitted prior to submission of the DOE-AT Attendance data. It will be used in calculating the Attendance Rate for the 2007-2008 school year and verify the days attended on the Attendance (DOE-AT) collection. School and corporation users access this application with their school number and assigned PIN number. On or after June 2 go to the DOE-Online website at <http://www.doe.in.gov/htmls/doecid.html> and select “2007-2008 School Calendar”. The final collection date is July 3, 2008.

#### **Direct Certification (DOE-DC) – Collection Begins July 1, 2008**

The purpose of this data collection is to expedite the application for the eligibility of the USA Free Lunch benefit program. This is a **mandatory collection** for the 2008-2009 school year for all public and nonpublic schools.

#### **ISTEP + Barcode Labels (DOE-ISTEPBAR) – Collection Begins August 1 through August 29, 2008**

The purpose of this data collection is to gather student information used to pre-print bar code labels to affix to the ISTEP+ exam during the 2008-2009 testing cycle. The collection period begins August 1, 2008 and will last until August 29, 2008. Corrections can be made immediately after the collection ends. The bar code labels will help reduce the time requirements of the exam and will also ensure more accurate student information by helping to eliminate common bubbling errors related to the Student Information Questionnaire (SIQ).

#### **Master File (DOE-MF) / Indiana School Directory – Collection Begins August 1, 2008**

The purpose of this data collection is to gather profiles of the corporations and schools used for mailings, school directories, phone contacts, data submission, and email. Profile information includes the Superintendent name, principal name, email, addresses, and phone numbers of each school. Principal Alert and Messaging System (PAMS) and Superintendent Alert and Messaging System (SAMS) email contacts are generated from the information

provided. The required collection period for profile information for the 2008-2009 school year begins August 1, 2008 and will last until September 12, 2008. This information will be collected on-line at <http://www.doe.state.in.us/htmls/doemf.html>. Updates of profile information are expected to be reported throughout the school year after the collection period. The profile information on public schools and nonpublic schools in your district that open or close during the school year should be faxed on letterhead to 317-233-6326.

#### **Membership (DOE-ME) – Collection Begin May 1, 2008**

This data collection gathers the Average Daily Membership (ADM) counts taken on May 1, 2008. This is the third (3) collection period for this school year. The collection period begins May 1, 2008 and will last until May 30, 2008. This count is used for informational purposes at this time. The Division of Financial Management, Analysis, and Reporting have provided written instructions concerning ADM. A copy of these instructions can be found on the STN home page under Letters and Memorandums. A signature page will be required for this collection to be signed by the Superintendent or Business Official during the signoff period.

#### **School Board Members Report (DOE-SB) – Collection Begins August 1, 2008**

The purpose of this data collection is to gather the demographic information on the makeup of the school board and the school board members for your corporation. The collection period begins August 1, 2008 and will last until August 31, 2008. This information will be collected on-line at <http://www.doe.state.in.us/htmls/doesb.html>.

#### **School Calendar (DOE-CL) Begins March 14, 2008**

The 2008-2009 entry form for the School Calendar for all schools in the corporation is available at <http://www.doe.state.in.us/htmls/education.html>. School and corporation users access the application with their school number and assigned PIN number. This application will provide calculation of the amount of time available for professional development days and parent teacher conferences (formerly **DOE-SRPD**). Go to this website and select the “2008-2009 School Calendar”. Instructions for creating a new calendar for each school can be found on this same site. The deadline for submittal of this information is July 11, 2008. The Division of School Accreditation, Assistance, and Awards uses the information submitted on the DOE-CL to verify that schools conduct a minimum of 180 days of student instruction and that every student instructional full day meets the minimum time requirements of five hours of instructional time for Grades 1 through 6 and six hours for Grades 7 through 12 as required by law. **(511 IAC 6.1-3-1)**.

#### **Special Education Participant Count (DOE-SE) – Collection Begins April 2, 2008**

Student information pertaining to exceptional learners is collected separately on the DOE-SE Special Education. Count each student that is receiving instructional services from your school on April 2, 2008. The collection period begins April 2, 2008 and will last until April 25, 2008. This is the third (3) collection period for this school year. Please note this submission is in addition to CODA reporting. CODA reporting is still required.

#### **Supplemental Textbook Reimbursement (DOE-TB) – Collection Begins April 1, 2008**

The purpose of this data collection is to gather information required for Supplemental Textbook Reimbursement by student. The appropriation for Textbook Reimbursement was not fully expended with the fall reimbursement. In accordance with IC 20-33-5-8, school corporations and charter schools may make a supplemental request for reimbursement after April 1 but before May 1 for some or all of the additional costs incurred in providing textbook assistance to additional students who enrolled or became eligible after the initial request was submitted in October 2007. The collection period begins April 1, 2008 and will last until May 6, 2008. A signature page will be required for this collection to be signed by the Superintendent during the signoff period.

#### **Title I (DOE-TI) – Collection Begins July 7, 2008**

The purpose of this data collection is gather student information on the Title I services a student received throughout the 2007-2008 school year. The collection period begins July 7, 2008 and will last until September 30, 2008. A signature page will be required for this collection to be signed by the Title I Coordinator and the person(s) responsible for submitting data to the state during the signoff period.